



Miew Intern — Business Development & Proposals (InternPlus)

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Role at a glance

Title	Business Development & Proposal Intern
Company	Miew USA Inc. (Chicago, IL)
Program	Innovation DuPage InternPlus
Discipline	Business Development, with proposal writing and social media
Hours	15 hours/week
Location	Hybrid: mostly virtual, plus one in-person session a week at Innovation DuPage
Reports to	Matthew Johnson, Managing Director

About Miew

Miew (www.miew.io) is an AI and digital product studio with offices in Chicago and Porto, Portugal. We deliver branding, product design, and full-stack engineering using our GenIX methodology, and have shipped more than 200 digital products.

Our clients include government agencies, nonprofits, and growth-stage AI and SaaS companies. Much of our new work comes through competitive proposals and RFPs, which is where this role makes a direct impact.

Miew is also bringing two of its own products to market:

- **For Purpose OS:** an AI-powered legal, governance, and compliance platform for nonprofits, built with For Purpose Law Group
- **ProAward:** a procurement automation platform that helps government agencies plan and prepare acquisitions faster

The role

You will help an established Portuguese company grow and expand in the U.S. market, helping Miew find, pursue, and win new work. Working directly with the U.S. Managing Director, you will research opportunities, help write and assemble proposals, help launch For Purpose OS and ProAward, and tell Miew's story on social media. This is a hands-on role with real deadlines and real clients, not busywork.

Responsibilities

in HubSpot

Business development and proposal writing (about 40% of time)

- Search procurement portals and grant listings for relevant RFPs from government, nonprofit, and mission-driven organizations
- Screen opportunities against Miew's fit criteria and summarize them for go/no-go decisions
- Keep the opportunity pipeline and CRM in HubSpot up to date
- Research prospects and help draft outreach
- Build compliance checklists from RFP requirements
- Draft and edit proposal sections, including approach, past performance, and team bios
- Assemble, format, and proofread final submissions so they go out on time
- Maintain a reusable library of proposal content

Go-to-market and product launches for For Purpose OS and ProAward (about 40% of time)

- Research target customers, competitors, and pricing for each product
- Help identify and compare go-to-market strategies and channels
- Support launch plans, including messaging, launch content, and outreach lists
- Track early results and summarize what's working

Social media (about 20% of time)

- Draft LinkedIn and other posts on Miew's projects, products, case studies, and AI and product thought leadership
- Keep a simple content calendar and schedule posts
- Track engagement and report what's working each month

Goals and what success looks like

1. Identify and screen 4–6 relevant opportunities each month.
2. Contribute substantive sections to 3–4 submitted proposals, and own one end-to-end with mentorship by the end of the internship.
3. Publish 2–3 social posts a week and report engagement monthly.
4. Build a proposal content library (bios, past performance, standard language) and organize it as a knowledge base in an AI tool like Claude, so the team can draft future proposals faster long after you leave.
5. Present your work and progress in weekly/bi-weekly check-ins with the Managing Director.

What you'll learn

- How organizations find and win contracts and grants, from RFP to submission
- Persuasive, concise business writing under real deadlines
- How a European company enters and grows in the U.S. market, and how a design and technology studio builds its brand
- Practical, responsible use of AI tools for research and drafting
- Direct mentorship from a leader with 25 years in government communications, including the White House, State Department, and USAID

Qualifications

Required

- Strong writing and editing skills, with close attention to detail
- Organized and reliable with deadlines while working independently
- Comfortable with Google Workspace or Microsoft Office
- Able to attend a biweekly in-person session at Innovation DuPage

Preferred

- Studying business, marketing, communications, English, public policy, or a related field
- Interest in government, nonprofits, or technology
- Experience running social media for a club, organization, or business
- Experience using AI tools such as Claude, ChatGPT, or Gemini for research and writing

Work arrangement and schedule

The internship is about 80% virtual and 20% in person. Day-to-day work happens remotely, with quick check-ins over chat or video. Biweekly, you will meet the Managing Director in person at the Innovation DuPage office for a working session and review.

Hours are flexible around your class schedule, at 15 hours a week.

Questions about the role can go to [Matthew Johnson](#) at matthew.johnson@miew.io.